



FIRST THINGS FIRST

Child Care Health Consultant Program Specialist

Introduction

First Things First (FTF), also known as the Arizona Early Childhood Development and Health Board, is a public state agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a State Board and Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life. First Things First acts in accordance with our Beliefs, Actions and Performance statements, which are attached.

Job Summary:

The CCHC Program Specialist will work closely with the Sr. Director of Children's Health programs, the Health Team and work independently in managing the FTF Child Care Health Consultant (CCHC) grants in order to improve health and safety standards in early childhood educational settings.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within multiple teams to accomplish tasks and keep multiple projects organized and progressing. Representing FTF in public meetings as well as provide leadership in specific projects are expected skills for this position. Ongoing quality improvement and the ability to analyze complex programs within the goal of systems building are also expected.

Typical Duties and Responsibilities:

The CCHC Program Specialist represents FTF as the administrative home for the CCHC funded programs across the state.

1. The CCHC Program Specialist (PS) works in collaboration and with the direction of the Senior Director of Children's Health on the development of the CCHC health strategy.
 - Reports regularly on progress, problems and insights on the regional grants.
 - Collaborate in the development and negotiation of CCHC strategy within the Quality First Program.
 - Serve as the CCHC program lead to oversee contract compliance, renewal and budgets.
 - Provide a technical review of contracts for all CCHC grantees.

- Review quarterly grantee data and narrative reports for assigned statewide strategies and as requested by Program Director and the Sr. Director for Children's Health.
- Collaborate with Regional Directors and CCHC grantees to provide program guidance on implementation of the program in conjunction with Quality First staff.
- Provide programmatic updates and expertise to Health Strategic Implementation Team and Program Division meetings.

CCHC Program Specialist responsibilities:

1. Revise and monitor strategy Standard of Practice.
2. Review contracts and revise expected scope of work.
3. Update charting documentation in the new PGMS system.
4. Review grantee's Quarterly Narrative reports.
5. Review board documents related to CCHC program.
6. Function as the administrative home for the statewide CCHC program by providing:
 - Technical assistance to grantees in all aspects of the CCHC program.
 - Work closely with the training and technical assistance grantees.
 - Support collaboration efforts between internal and external partners across the state and across disciplines.
 - Update CCHC handbook as needed.
 - Update Role Guidance document.
 - Post program changes, resources and supports to Basecamp.
6. Provide FTF staff, Regional Partnership Councils and FTF Board members with updates on health related policy issues occurring at local, statewide and national levels.
7. The CCHC PS collaborates with the family support and early learning and health program specialists in promoting the success strategies.
 - a. Communicate cross programmatic concerns with the Sr. Director for Children's Health during regular meetings.
8. The CCHC PS interacts and works with key state leaders outside of the First Things First agency.
9. Represent FTF on a variety of maternal and child health related state-wide and community based coalitions and collaborations:
 - a. Write up progress report from state committees and task force meetings for distribution to regional area teams, statewide strategy area team and Program Division.
 - b. Advocate for sound public policy related to children's health issues as a representative of FTF.
 - c. Serve as an Early Childhood Health Champion in the community.
10. **Additional responsibilities of the position includes:**
 - Assist in the management of contract and agreement CCHC portfolios with the finance and regional teams.
 - Participate in the Quality Assurance (QA) process as an expert in FTF health strategies as requested by the QA team.
 - Special projects as assigned.

Qualifications:

- A master's degree is preferred. Comparable experience will be considered.
- National Training Institute certification as a CCHC.
- Knowledge and skills:
 - This position requires broad based knowledge about early childhood preventive health programs- this includes community based and clinical based programs and interventions.
 - Must understand state regulations related to children's health and safety in early learning programs.
 - Must have great interpersonal skills and the ability to manage stressful situations with diplomacy and respect.
 - Must be able to navigate through complex political and emotional climates that exist within the state.
 - Must be able to use communication technology with minimal assistance.
 - Must understand the importance of confidentiality and discretion.
 - Significant state travel is expected.
 - Strong communication skills including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience.
- Detail oriented with the ability to meet competing deadlines.
- Creative and solution driven.
- Cooperative in working relationships.
- Comfortable working with minimal supervision and maintaining accountability.
- Reliable, regular attendance during core business hours.

Review of resumes will begin on July 3rd, 2014 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume/CV and three professional references to: Azstatejobs.gov

In the AZ State Personnel System, the position has a salary range of \$62,000 to \$68,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

OUR BELIEFS, ACTIONS & PERFORMANCE

We Believe, in order for First Things First to live our Vision, Mission and Values, we:

- Respect diverse contributions and perspectives as being fundamental to our success;
- Demonstrate individual and collective responsibility by fulfilling our commitments and excelling in our performance; and,
- Conduct ourselves with personal and professional integrity, acting at all times in ways that bring respect and honor to each other, our work and our organization.

We Act on our commitment to create positive outcomes for Arizona's young children through:

- Efficient and effective stewardship of resources;
- Comprehensive systems approach and organizational planning that focus on clear priorities, realistic expectations and vigorous assessment;
- Open, honest and clear channels of communication that foster trust;
- Continuous inquiry, learning and reflection;
- Coordination and leadership by volunteers, state, local and tribal partners and advocates; and,
- Acknowledgment of and honor for the sovereignty of tribal governments in our work.

We Perform in a manner that:

- Empowers employees' mutual respect, teamwork and ethical behavior;
- Encourages innovation, promotes excellence and creative problem solving;
- Cultivates staff development, provides feedback and reflection on performance, and celebrates success;
- Responds to the evolving nature of our work with flexibility and adaptability; and,
- Creates a positive atmosphere and promotes a healthy work environment and life balance.



FIRST THINGS FIRST

Ready for School. Set for Life.